



**Maine Department of Transportation  
Open Competitive  
Vacancy Announcement  
Office Associate II**

Bulletin 13-50

**CODE:** 6542

**RANGE:** 13

(\$25,958.40 – \$36,358.40)

**Value of State-paid Health & Dental Insurance – Effective July 1, 2013**

\$358.71 bi-weekly: Less than or equal to \$30,000.00–5% Employee Contribution of Premium

\$340.52 bi-weekly: Greater than \$30,000.00 or equal to \$79,999.00–10% Employee Contribution of Premium

**Value of State's share of employee's retirement: 17.07 % of pay**

**SEARCH OPENED:** 07/10/13

**CONTACT:** Jean Higgins

**CLOSING DATE:** 07/24/13, 4:30 pm

**TELEPHONE:** (207) 624-3675

**POSITION TYPE:** Permanent full-time **LOCATION:** Augusta **POSITION #:** 02500-2459

**BUREAU/DIVISION:** Project Development/Multimodal

**JOB DESCRIPTION:** This position is responsible for administrative functions which include; personnel file management, processing invoices and billings using Advantage ME System and Free2000, compiling and distributing contract books, plans and amendments, taking and transcribing minutes to meetings, preparing a variety of correspondence, answering the telephone, scheduling interviews and appointments. This position also works with the Contract Specialist processing and paying contracts and serves as backup for processing Public Meetings.

**MINIMUM QUALIFICATIONS:** In order to qualify, you must have training, education or experience in office and administrative support work that demonstrates 1) competency in applying a solid knowledge of modern office practices to perform complex, varied office support tasks and 2) the ability to use independent decision-making on the appropriate processes to follow, information to process and actions to take in accordance with standard procedures.

**SELECTION PROCESS:** This posting may not allow time for employees not already on the register to be scored and placed on the register. **This is an "Apply Now" application method found at ([http://www.maine.gov/bhr/state\\_jobs/open\\_jobs.shtml](http://www.maine.gov/bhr/state_jobs/open_jobs.shtml)).** Employees on the register that are interested in this location but have not indicated so on their application may do so by calling the Bureau of Human Resources at 624-7761. This may or may not place them in the top six candidates, depending on their raw standing on the register. Qualified candidates will be certified to this Department from the existing register at the State Bureau of Human Resources. Internal transfers (those already in the above classification for MaineDOT) who are interested in an interview may contact **Jean Higgins, 207-624-3675** to be interviewed along with certified candidates.

PLEASE NOTE: AN EMPLOYEE WHO TRANSFERS TO A POSITION IN THE PRO/TECH, SUPERVISORY, OR ADMINISTRATIVE SERVICES BARGAINING UNITS OF MSEA MUST REMAIN IN THAT POSITION A MINIMUM OF SIX (6) MONTHS BEFORE HE/SHE IS ELIGIBLE TO APPLY FOR ANOTHER TRANSFER. THIS REQUIREMENT DOES NOT APPLY TO SEASONAL EMPLOYEES

**MAY BE REPRODUCED TO SATISFY BULLETIN BOARD DISTRIBUTION**

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